

Ask for help.

Valard encourages all employees who are dealing with substance use to request help. An employee requesting help will not be disciplined unless they have failed to follow the policy.

Tell someone. Talk to your Supervisor, they can connect you with someone in Safety or Employee Services who can arrange for you to get help.

If you have any questions, or want to request a copy of Valard's Substance Abuse Policy, please email HR@valard.com and/or safety@valard.com

ALCOHOL & DRUGS POLICIES, RULES, AND RESPONSIBILITIES

QUICK GUIDE

Alcohol and drugs impair your ability to do your job safely. You **MUST** be clean and sober to work at Valard.

The use of alcohol and drugs has serious effects on the safety and well-being of employees. Valard's alcohol and drug policy aims to provide a safe workplace for employees and to ensure that employees are treated fairly and with respect.



Alcohol, drugs and related paraphernalia are prohibited.

If any drug paraphernalia that has been used to prep, use or hold drugs – like lighters, scissors, tin cans, razor blades, pipes, or paper – are found, you may be evicted from the site or be subject to alcohol and drug testing.

In Section 16 of Valard's Health & Safety Manual, the following alcohol drug work rules are to be followed while at work or on company property:

1. You cannot use, possess or sell alcohol, drugs or any product or device that could tamper with an alcohol or drug test.
2. You cannot test positive for alcohol or drugs or take prescription medication that impairs your ability to work safely.
3. You must comply with the policy, and take an alcohol and drug test when requested as part of the policy.
4. You cannot tamper with an alcohol or drug test.

Disclose the use of medical cannabis.

All jobs on Valard projects are considered safety sensitive, and using medical cannabis is a violation of Valard policy. If you need help finding medication that doesn't impair your ability to work safely, call your family doctor or reach out to a Valard Safety Advisor.



Alcohol and Drug Testing

Alcohol and drug testing at Valard includes breathalyzers, saliva and urine samples. Drugs stay in your system and can show up on a drug test for days. You may still be impaired without feeling the effect or even knowing it.

Testing may be done in the following circumstances:

- **Reasonable Grounds** – if you are showing signs of being under the influence of alcohol and/or drugs, you will be asked to take an alcohol and drug test.
- **Post-Incident** – If you are involved in an incident, you may be asked to take an alcohol and drug test.

Medications in your possession must be prescribed to you.

Prescription medications need to be labelled with your name, the date, the name of the drug and your doctor's contact information. If not, you'll have to provide a valid prescription. You are not allowed to have prescription medication that belongs to someone else.

